

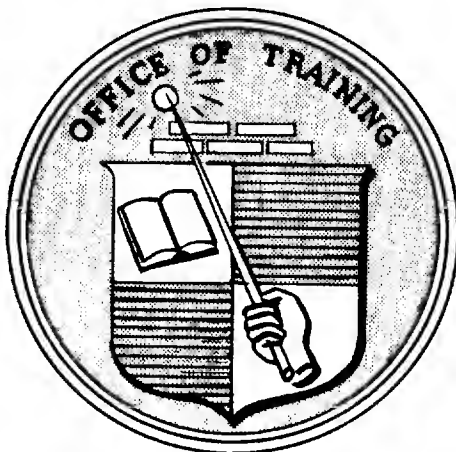
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OFFICE OF TRAINING BULLETIN

NUMBER 33

DECEMBER 1957



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FOREWORD

We in the Office of Training
wish you all a very
MERRY CHRISTMAS
and a
HAPPY NEW YEAR!

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DIRECTOR OF TRAINING



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NEWS

LONG-TERM SCHEDULE CHANGES
PLEASE INK-IN THESE CHANGES NOW!

BUDGET & FINANCE PROCEDURES
SCHEDULED FOR 1958

BUDGET & FINANCE PROCEDURES #6 RE-
CENTLY WAS COMPLETED, AND THE TENTA-
TIVE SCHEDULE FOR THE FIRST NINE
MONTHS OF 1958 IS AS FOLLOWS:

JAN 6 - 17	JUL 28 - AUG 8
MAR 10 - 21	SEP 2 - SEP 12
MAY 19 - 30	

PLEASE ENTER THIS COURSE TITLE AND
THESE DATES ON YOUR LONG-TERM SCHED-
ULE No. 4 - OCTOBER 1957, UNDER THE
SUB-HEAD OPERATIONS SUPPORT. LTS #4
IS KEPT IN THE BACK OF YOUR OFFICE
COPY OF THE OTR CATALOG.

TRAINING WILL BE CONDUCTED IN AC-
CORDANCE WITH THIS SCHEDULE PROVIDED
REGISTRATION WARRANTS; LIMITATIONS
ARE A MINIMUM OF EIGHT AND MAXIMUM
OF FIFTEEN STUDENTS EACH CLASS. IF
DEMANDS FOR THIS TRAINING EXCEED THE
ABOVE SCHEDULE, AN EFFORT WILL BE
MADE TO SCHEDULE ADDITIONAL CLASSES.

THIS TEN DAY COURSE IS DESIGNED
FOR PERSONNEL WHO ARE EXPECTED TO
HANDLE BUDGET, FINANCE AND RELATED
SUPPORT RESPONSIBILITIES AT A SMALL
(CLASS B) STATION. ADMINISTRATIVE
PROCEDURES OR OPERATIONS SUPPORT, OR
THE EQUIVALENT, IS A PREREQUISITE
FOR BUDGET & FINANCE PROCEDURES.



1A9a

OTR LOCATION CHANGES

THE INTELLIGENCE SCHOOL/TR NOW
HAS COMPLETED A MOVE WITHIN THE SEC-
OND FLOOR AREA, R & S BUILDING. THE
OFFICE OF THE CHIEF NOW IS ROOM
2013, EXT. 3832; INTELLIGENCE ORIEN-
TATION FACULTY, ROOM 2009, EXT. 3343
AND INTELLIGENCE PRODUCTION FACULTY,
ROOM 2034, EXT. 4168.

THE TESTING SERVICES BRANCH AND
THE RESEARCH BRANCH OF A & E HAVE
EXCHANGED SPACE ON THE FIRST FLOOR
OF R & S BUILDING. TESTING SERVICES
NOW IS IN ROOM 1331, EXT. 2798, AND
RESEARCH NOW IS IN ROOM 1308, EXT.
8017.

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INTELLIGENCE ORIENTATION EXHIBITS

THE OFFICE OF TRAINING CONTINUES TO PRESENT TWO EXHIBITS EACH MONTH ON THE FUNCTIONS OF CIA COMPONENTS IN CONJUNCTION WITH INTELLIGENCE ORIENTATION. THE EXHIBITS ARE OPEN TO ALL AGENCY PERSONNEL WHO MIGHT BENEFIT FROM THEM.

THE SUPPORT EXHIBIT IS BASED ON THE THREEFOLD THEME OF MEN, MONEY, AND MATERIAL, AND DEPICTS THE ROLE OF THE DD/S ELEMENTS IN SUPPORTING THE MISSION OF THE AGENCY. THE NEXT SUPPORT EXHIBIT IS SCHEDULED FOR WEDNESDAY 15 JANUARY FROM 1400 TO 1615.

THE INTELLIGENCE PRODUCTS EXHIBIT PICTURES THE CIA RESPONSIBILITIES FOR THE COLLECTION, PRODUCTION, AND DISSEMINATION OF INTELLIGENCE. THIS EXHIBIT NEXT IS SCHEDULED FOR THURSDAY 16 JANUARY FROM 0930 TO 1200.

FUTURE EXHIBITS HAVE BEEN SCHEDULED AS FOLLOWS:

SUPPORT EXHIBIT: 1400 - 1615

WEDNESDAY, 12 FEBRUARY
WEDNESDAY, 12 MARCH

INTELLIGENCE PRODUCTS EXHIBIT:
0930 - 1200

THURSDAY, 13 FEBRUARY
THURSDAY, 13 MARCH

25X1A9a (LEFT-BELOW) THE DEPUTY DIRECTOR (SUPPORT) AND DEPUTY DIRECTOR OF TRAINING (LEFT TO RIGHT) DISCUSS THE SUPPORT EXHIBIT ON THE OCCASION OF DD/S'S FIRST VISIT. (RIGHT-BELOW) DD/S EXAMINES INFORMATIONAL MATERIAL SHOWN BY THE MEDICAL STAFF.



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NON-CIA EDUCATIONAL OPPORTUNITIES
IN THE WASHINGTON AREA

THE REGISTRAR'S OFFICE/TR HAS A
SUBSTANTIAL AMOUNT OF INFORMATION --
CATALOGS, REGISTRATION DATES AND
PROCEDURES, ETC. -- CONCERNING
COURSES OFFERED BY LOCAL UNIVERSI-
TIES.

REGISTRATION DATES OF SOME OF
THESE INSTITUTIONS, FOR THE SPRING
SEMESTER 1957-58, ARE LISTED BELOW:

<u>UNIVERSITY</u>	<u>REG. DATES</u>
AMERICAN UNIVERSITY	FEB. 1, 3, 4, 5
CATHOLIC UNIVERSITY	JAN. 22 - 24
GRADUATE	JAN. 25 - 30
GEORGETOWN UNIVERSITY	JAN. 31
GEORGE WASHINGTON U.	JAN. 30 & 31
HOWARD UNIVERSITY	FEB. 3 & 4
SCHOOL OF ADVANCED INTERNATIONAL STUDIES, JOHNS HOPKINS UNIVERSITY	FEB. 3 & 4
UNIVERSITY OF MARYLAND	FEB. 4 - 8
UNIVERSITY OF VIRGINIA PRIOR TO	FEB. 7

THE REGISTRAR'S OFFICE ALSO HAS
INFORMATION ON:

ADULT EDUCATION/PUBLIC SCHOOLS OF
THE DISTRICT OF COLUMBIA

SOUTHEASTERN UNIVERSITY

YWCA

ARLINGTON COUNTY SCHOOL SYSTEM

GRADUATE SCHOOL, U. S. DEPARTMENT OF
AGRICULTURE

FOR FURTHER INFORMATION CONCERNING
THESE OPPORTUNITIES, CALL THE INFOR-
MATION SECTION OF R/TR, EXTENSION
4005, OR COME BY 2605 QUARTERS EYE.

CATALOGS, OTHER INFORMATION
CENTRALIZED NOW IN INF/R/TR

R/TR NOW MAINTAINS CATALOGS FROM
MAJOR UNIVERSITIES AND COLLEGES IN
THE UNITED STATES AND NUMEROUS FOR-
EIGN COUNTRIES. SOME OF THESE CATA-
LOGS PREVIOUSLY WERE KEPT IN THE
LANGUAGE AND AREA SCHOOL/TR COLLEC-
TION. ALL OF THESE INFORMATIVE MA-
TERIALS NOW ARE CENTRALIZED IN THE
INFORMATION SECTION OF THE REGIS-
TRAR'S OFFICE, AND ARE AVAILABLE TO
ANY CIA EMPLOYEE. BROCHURES ON CON-
FERENCES, PROFESSIONAL MEETINGS,
OTHER ACTIVITIES OF AN EDUCATIONAL
NATURE, AND TRAINING PROGRAMS IN THE
MILITARY ESTABLISHMENT AND OTHER
GOVERNMENT AGENCIES ALSO ARE AVAIL-
ABLE.

PERSONS DESIRING INFORMATION ABOUT
EDUCATIONAL FACILITIES MAY VISIT
R/TR, AND TELEPHONE INQUIRIES ON
THESE MATTERS MAY BE DIRECTED TO
[REDACTED] EXT. 4625.

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PARTY STRATEGY AND TACTICS
NEW COURSE SCHEDULED BY SIC/TR

PARTY STRATEGY AND TACTICS, (PST)
A NEW COURSE GIVEN BY THE SCHOOL OF INTERNATIONAL COMMUNISM AND THE USSR/TR IS FIRST SCHEDULED 3 TO 14 FEBRUARY, AND WILL MEET 0830 TO 1230 EACH DAY. FOR INFORMATION CONCERNING THIS COURSE, CALL EXT. 2428.

THIS COURSE IS DESIGNED TO COMPLEMENT PARTY ORGANIZATION AND OPERATIONS, THE EIGHTH CLASS OF WHICH CURRENTLY IS IN SESSION. PST WILL EXPAND THE BRIEF STRATEGY AND TACTICS SECTION NOW INCLUDED IN PARTY ORGANIZATION AND OPERATIONS, AND WILL CONCENTRATE UPON AN ANALYSIS OF THE PROGRAMS AND TACTICAL METHODS DEVELOPED BY FREE WORLD COMMUNIST PARTIES. IT WILL REVIEW THE COMMUNIST ANALYSES OF THE AIMS AND METHODS OF COMMUNIST PARTIES OPERATING IN THE POLITICAL CONTEXTS OF THE FREE WORLD, AND WILL PROVIDE DESCRIPTIVE DATA CONCERNING THE ACTUAL SCOPE AND NATURE OF COMMUNIST PARTY ACTIVITIES.

THIS COURSE IS OPEN TO PERSONNEL THROUGHOUT THE AGENCY WHO ARE CONCERNED WITH THE GENERAL PROBLEMS OF ANALYZING AND EVALUATING THE POLICIES AND TECHNIQUES OF ACTION OF COMMUNIST PARTIES OUTSIDE THE COMMUNIST BLOC.

DIRECTOR OF PERSONNEL
ADDRESSES SUPERVISORY GROUP

ON 19 NOVEMBER THE OFFICE OF TRAINING HELD THE SECOND OF A SERIES OF FOLLOW-UP MEETINGS FOR SUPERVISORS. THE SPEAKER AT THIS MEETING WAS GORDON STEWART, DIRECTOR OF PERSONNEL, WHO DISCUSSED WITH THE 70 SUPERVISORS ATTENDING SOME OF THE QUESTIONS MOST FREQUENTLY POSED HIM BY EMPLOYEES AT ALL LEVELS IN THE AGENCY.



S-E-C-R-E-T

S-E-C-R-E-T

CLERICAL SKILLS QUALIFICATION TESTS
SCHEDULED FOR DEC., JAN., AND FEB.

CLERICAL SKILLS QUALIFICATION
TESTS IN SHORTHAND AND TYPEWRITING,
ADMINISTERED TO ON-THE-JOB EMPLOYEES
WHO MUST MEET AGENCY STANDARDS, WILL
BE GIVEN MONDAYS DURING DECEMBER,
JANUARY AND FEBRUARY AS FOLLOWS:

16 DECEMBER	3 FEBRUARY
13 JANUARY	17 FEBRUARY

(TYPEWRITING: 1315 SHORTHAND: 1400)

THESE TESTS ARE GIVEN IN ROOM 508,
1016 16TH STREET.

SUPERVISORS WHO WISH TO HAVE EM-
PLOYEES TESTED SHOULD GET IN TOUCH
WITH THEIR PERSONNEL PLACEMENT OFFI-
CERS. THE OFFICERS WILL ARRANGE FOR
TEST REGISTRATION.

USUALLY, EMPLOYEES WHO DO NOT MEET
THE AGENCY CLERICAL SKILLS STANDARDS
IN THESE TESTS SHOULD BE ENROLLED IN
THE CLERICAL REFRESHER PROGRAM,
LISTED IN YOUR OFFICE COPY OF THE
OTR CATALOG AS COURSES B-12 TO B-19.

TOASTMASTERS CLUB

THE AGENCY-SPONSORED SPEECH IM-
PROVEMENT GROUP, THE TOASTMASTERS
CLUB, HAS MOVED TO A NEW LOCATION.
SUBSEQUENT MEETINGS WILL BE HELD IN
ROOM 1402, EYE BUILDING, AT 1200
HOURS EACH TUESDAY.

MEMBERS OF THIS NEW CLUB HAVE IN-
DICATED THAT SPEECH PRACTICE HELPS
THEM FROM SOCIAL, PERSONALITY, AND
JOB PERFORMANCE STANDPOINTS.

IF YOU ARE INTERESTED IN ATTENDING
A MEETING OF TOASTMASTERS, CALL EM-
PLOYEE RELATIONS, EXT. 2144, FOR IN-
FORMATION.

TRAINING OFFICERS - ATTENTION!
SCHEDULE PETB EARLY!

THE PROFESSIONAL EMPLOYEE TEST
BATTERY (PETB) WILL NOT BE GIVEN ON
20 AND 27 DECEMBER BECAUSE OF THE
HOLIDAYS. TWO COURSES REQUIRING
PETB AS A PRE-REQUISITE BEGIN ON 6
JANUARY; NAMELY, INTELLIGENCE ORIEN-
TATION AND OPERATIONS FAMILIARIZA-
TION. THEREFORE, TRAINING OFFICERS
ARE REQUESTED TO SCHEDULE PEOPLE FOR
THE TESTING AS EARLY AS POSSIBLE IN
ORDER TO AVOID LAST MINUTE TIE-UPS
ON 3 JANUARY.

REJOINS LAS/TR STAFF
WILL TEACH VARIETY OF COURSES

THE LANGUAGE AND AREA SCHOOL/TR
ANNOUNCES THE RETURN TO ITS TEACHING
STAFF OF [REDACTED] U. S. ARMY (RET.). [REDACTED] ENJOYS
SPECIAL COMPETENCE IN THE AREAS OF
GEOGRAPHY AND THE SOVIET BLOC. IT
IS CONTEMPLATED THAT HE WILL IN FU-
TURE SERVE AS CHIEF INSTRUCTOR OF
THE FOLLOWING: SOVIET BLOC, (ECON-
OMIC GEOGRAPHY) - REGIONAL SURVEY;
REGIONAL SURVEYS OF THE SOVIET AND
OF THE MOSCOW-PEKING AXIS, AND A SE-
RIES OF RELATED COURSES ON WORLD GE-
OGRAPHY.

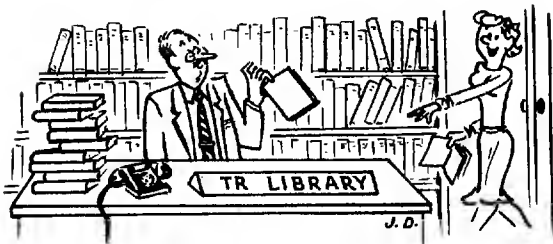
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SELECT PUBLICATIONS AVAILABLE TO YOU

COPIES OF THE FOLLOWING OTR PUBLICATIONS ARE AVAILABLE AND MAY BE REQUESTED THROUGH YOUR TRAINING OFFICER, OR BY CALLING THE TRAINING LIBRARY, EXTENSION 3096:



ON INTELLIGENCE FROM THE HISTORICAL INTELLIGENCE COLLECTION.

ALPHABETICAL AREA INDEX TO THE NATIONAL INTELLIGENCE SURVEY, 5 PAGES, JULY 1957, CONFIDENTIAL/NOFORN.

O.S.S.: A SELECTED READING LIST, TR RM O-527, 3 PAGES, SECRET/CIA INTERNAL USE ONLY, MAY 1957.

PSYCHOLOGICAL WARFARE: A READING LIST, 8 PAGES, CIA INTERNAL USE ONLY, FEBRUARY 1957.

A LIST OF BIBLIOGRAPHIES PRODUCED BY THE OTR LIBRARY, 5 PAGES, SECRET, JANUARY 1957.

RM O-534, 7 PAGES, UNCLASSIFIED, JANUARY 1957.

ESPIONAGE - A SELECTED BIBLIOGRAPHY OF BOOKS IN GERMAN AND ENGLISH, TR RM O-531, 10 PAGES, UNCLASSIFIED, OCTOBER 1956.

CONFERENCE LEADERSHIP: A SELECTED BIBLIOGRAPHY, TR RM O-532, 6 PAGES, UNCLASSIFIED, OCTOBER 1956.

HUNGARY - BASIC COUNTRY SURVEY SCHEDULED FOR EARLY 1958

PLANS ARE BEING MADE TO SCHEDULE HUNGARY - BASIC COUNTRY SURVEY SOMETIME EARLY IN 1958. THIS COURSE, WHICH WILL BE SIMILAR IN AIM AND FORMAT TO OTHER BCSS, WILL RUN FOR 10 WEEKS, SEVEN HOURS PER WEEK.

THE HUNGARIAN PEOPLE'S REVOLT AGAINST COMMUNISM IN OCTOBER 1956 HAS UNDERLINED THE IMPORTANCE OF UNDERSTANDING THE HUNGARIANS, THE BACKGROUND OF THEIR VIOLENT OPPOSITION TO SOVIET DOMINATION, AND THE BASIS FOR THEIR IMPORTANCE TO THE COMMUNIST BLOC. THE PROPOSED BASIC COUNTRY SURVEY WILL BE ORGANIZED TO INDICATE HOW HUNGARIAN POLITICAL, SOCIAL AND ECONOMIC INSTITUTIONS HAVE DEVELOPED; TO OUTLINE THE METHODS BY WHICH THE USSR HAS REDUCED HUNGARY TO SATELLITE STATUS; AND TO DISCUSS CURRENT COMMUNIST POLICIES AND THEIR EFFECTS ON HUNGARY'S POSITION IN THE WORLD TODAY. FURTHER DETAILS ON THIS COURSE WILL BE GIVEN IN A LATER BULLETIN.

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S-E-C-R-E-T

"SCHOLARSHIPS" FOR LANGUAGE STUDY!
VOLUNTARY LANGUAGE TRAINING PROGRAM

WINTER TRIMESTER BEGINS

EVERY AGENCY EMPLOYEE MAY APPLY FOR AN OPPORTUNITY TO STUDY FOREIGN LANGUAGES IN THE AGENCY'S VOLUNTARY LANGUAGE TRAINING PROGRAM, THEREBY RECEIVING, IN EFFECT, A SCHOLARSHIP FOR WHICH THE AGENCY ACTUALLY SPENDS FROM \$200 - \$300 A YEAR FOR EACH ENROLLED REGISTRANT. THE EXPENSE FOR COMPARABLE SCHOLARSHIPS OUTSIDE THE AGENCY COULD APPROXIMATE \$600. THIS OPPORTUNITY EXISTS FOR TWO MAJOR REASONS: TO ENCOURAGE DEVELOPMENT OF THE OVERALL LANGUAGE RESOURCES POSSESSED BY AGENCY EMPLOYEES, AND TO PROVIDE EVERY EMPLOYEE WITH OPPORTUNITY, THROUGH SELF-EFFORT, TO BROADEN HIS QUALIFICATIONS FOR HIS JOB OR FOR OTHER ASSIGNMENT.

IT IS DESIRED THAT EVERYONE REALIZE THE EXTENT OF THIS PRIVILEGE. THIS TRAINING IS NOT DESIGNED TO MEET SPECIFIC REQUIREMENTS OF DUTY ACTIVITIES, AND AN APPLICATION DOES NOT NEED TO BE JUSTIFIED IN TERMS OF CURRENT OFFICIAL DUTY. PRINCIPAL PREREQUISITES ARE A DESIRE AND A WILLINGNESS TO PARTICIPATE CONSCIENTIOUSLY.

APPLICATION FOR CLASSES DURING THE WINTER TRIMESTER (6 JANUARY TO 18 APRIL) SHOULD BE MADE AS EARLY AS POSSIBLE IN ORDER TO PERMIT ORGANIZING A CLASS WHENEVER A MINIMUM OF FIVE APPLICATIONS HAS BEEN RECEIVED. PERSONS DESIRING TO CONTINUE IN THE NEXT COURSE OF A SEQUENCE THEY HAVE STARTED, AND THOSE DESIRING TO ENTER THE PROGRAM FOR THE FIRST TIME, SHOULD SUBMIT APPLICATIONS TO THE REGISTRAR/TR, 2605 QUARTERS EYE, EXTENSION 8272.

TRIMESTER TO START - REGISTER NOW!
VOLUNTARY LANGUAGE TRAINING PROGRAM

CIA PERSONNEL INTERESTED IN TAKING ADVANTAGE OF THE LANGUAGE INSTRUCTION OFFERED DURING NON-DUTY-HOURS BY THE LANGUAGE AND AREA SCHOOL/TR SHOULD REGISTER IMMEDIATELY FOR THE VOLUNTARY LANGUAGE TRAINING PROGRAM COURSES BEGINNING 6 JANUARY 1958. THE PROGRAM NOW IS ON A TRIMESTER BASIS. ADULT DEPENDENTS MAY PARTICIPATE IN THIS PROGRAM!

BY MID-NOVEMBER A TOTAL OF 90 STUDENTS ALREADY HAD REGISTERED IN ADVANCE FOR COURSES IN 20 DIFFERENT LANGUAGES. REGISTRATION IS SUFFICIENT TO SCHEDULE COURSES IN FRENCH, GERMAN, ITALIAN, JAPANESE, RUSSIAN AND SPANISH FOR THE JANUARY TRIMESTER.

SEVERAL STUDENTS ALSO HAVE ENROLLED FOR INSTRUCTION IN EACH OF THE FOLLOWING LANGUAGES: ARABIC, CHINESE, FINNISH, GREEK, HEBREW, POLISH, PORTUGUESE AND SLOVAK. HOWEVER, SINCE CLASSES WILL NOT BE GIVEN UNLESS A MINIMUM OF 5 STUDENTS REGISTER FOR EACH OF THESE LANGUAGES, YOU SHOULD IMMEDIATELY PLACE YOUR NAME IN ORDER TO ASSURE THAT A CLASS WILL BE SCHEDULED IN THE LANGUAGE THAT INTERESTS YOU.

CIA STAFF MEMBERS QUALIFIED TO TEACH ANY LANGUAGE ARE ALSO REMINDED THAT MORE INSTRUCTORS STILL ARE NEEDED IN THE VOLUNTARY LANGUAGE TRAINING PROGRAM. FOR YOUR SERVICES, BESIDES THE OPPORTUNITY TO BROADEN AND REFRESH YOUR OWN LANGUAGE KNOWLEDGE, YOU WILL BE PAID AT THE REGULAR GOVERNMENT OVERTIME RATE. FOR INFORMATION REGARDING THE PROGRAM, CONTACT [REDACTED] COORDINATOR, EXTENSION 4437.

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LANGUAGE STUDY PROGRESSES

CURRENT ENROLLMENT IN INTERNAL DAYTIME LANGUAGE TRAINING COURSES IS APPROXIMATELY 235; ENROLLMENT IN SELF-STUDY PROGRAMS IS APPROXIMATELY 169.

CURRENT ENROLLMENT IN THE NON-DUTY-HOUR VOLUNTARY LANGUAGE TRAINING PROGRAM IS 202, STUDYING THE FOLLOWING LANGUAGES:

CHINESE	JAPANESE
FINNISH	POLISH
FRENCH	PORTUGUESE
GERMAN	RUSSIAN
ITALIAN	SPANISH

THE LANGUAGE LABORATORY WAS UTILIZED BY 270 STUDENTS DURING THE PAST MONTH, FOR A TOTAL OF 2,881 HOURS, IN THE STUDY OF 18 DIFFERENT LANGUAGES.

QUALIFICATIONS REVIEW AND PLACEMENT PANELS RECENTLY MET TO CONSIDER PERSONNEL FOR THE FOLLOWING:

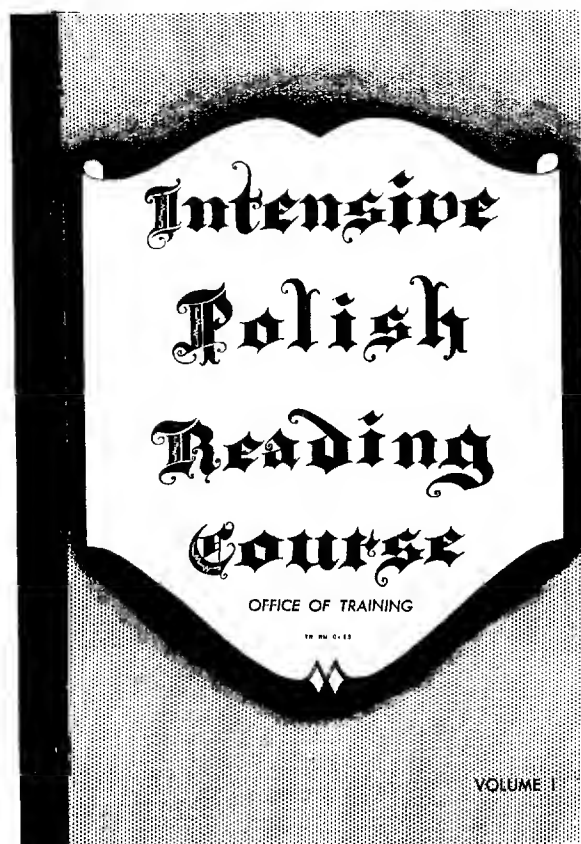
CZECH	INDONESIAN
FRENCH	JAPANESE
GERMAN	PORTUGUESE
GREEK	

DURING OCTOBER, LANGUAGE PROFICIENCY EXAMINATIONS WERE TAKEN BY 31 PEOPLE FROM VARIOUS AGENCY COMPONENTS (25 REGULARLY-SCHEDULED TESTS, 6 BY SPECIAL REQUEST). THE LANGUAGES WERE: FRENCH, GERMAN, POLISH, RUSSIAN, AND SPANISH.

NEW PUBLICATION - INTENSIVE POLISH READING COURSE 5TH IN OTR'S FOREIGN LANGUAGE SERIES

LANGUAGE AND AREA SCHOOL/TR, HAS JUST PUBLISHED THE INTENSIVE POLISH READING COURSE, VOLUME 1, UNCLASSIFIED. FOR USE IN INTERMEDIATE AND ADVANCED CLASSES, IT CONSISTS OF A COMPILATION OF ARTICLES, PRINTED ITEMS, AND CARTOONS FROM CURRENT POLISH NEWSPAPERS AND JOURNALS.

THIS IS THE FIFTH OF THE SERIES OF PUBLICATIONS BEING PRODUCED BY EASTERN STUDIES STAFF/LAS TO REMEDY THE LACK OF COMMERCIAL TEXTS WITH "AREA" TYPE MATERIALS AND READINGS OF SPECIAL INTEREST TO INTELLIGENCE PERSONNEL.



S-E-C-R-E-T

S-E-C-R-E-T

Courses, Activities, and Programs

NOONTIME MOVIE PROGRAM

DECEMBER AND JANUARY

You are invited to attend the various foreign language and English films to be shown in Room L-82 Quarters Eye, at 1200 hours as scheduled below. Both feature films and factual films are included. If you enjoy foreign films, desire to improve your language proficiency, or seek additional "area" knowledge, you will find these programs interesting and beneficial. Occasionally, if it is impossible to secure a scheduled film, a substitution will be made. For further information, please call [REDACTED] extension 2381. You will, of course, wish to arrange with your supervisor for authorization to attend those films which require time in excess of your lunch hour.

13 December Friday	Polish Feature
18 December Wednesday	German Newsreels
20 December Friday	Polish Feature
23 December Monday	Russian film: "Lesson in Life" J6072, 112 min.
3 January Friday	German film: "The Party is Always Right" H7025, 52 min.
7 January Tuesday	Spanish film: "Barrio de Pasiones" 85 min.
8 January Wednesday	Russian Newsreels
10 January Friday	Polish Feature
14 January Tuesday	Italian film: "Barbar of Seville"
15 January Wednesday	German Film: "Sun Over China" H7345, 87 min. (Communist Propaganda Documentary)
21 January Tuesday	French film: "Adrien" B1873, 80 min. (French Comedy)

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CONFERENCES, SEMINARS, PROFESSIONAL MEETINGS

EXTERNAL

For additional information concerning the activities listed below, you may call the Information Section/Registrar's Office, extension 4005. Also, we will appreciate your interest and assistance in supporting this feature; please advise us of any such activities that come to your attention, so that we may here publish advance Agency-wide notice of the events.

TENTH INSTITUTE OF INDUSTRIAL TRANSPORTATION AND TRAFFIC MANAGEMENT:

The Tenth Institute of Industrial Transportation and Traffic Management will be held at The American University--with the cooperation of The Transportation Center, Evanston, Illinois,--7 through 24 January 1958. Emphasized will be problems relating to the use of all types of transportation.

Topics to be discussed in detail are as follows:

- Outstanding Developments,--i.e. Since 1945--in Service, Rates and Organization in the Principal Fields of Domestic Transportation
- Industrial Traffic and Transportation Operations
- Railroad Terminals
- Management of Traffic and Transportation
- Regulation
- Government Agency Traffic Management

GENERAL COURSE, The Transportation Center, Northwestern University:

The Transportation Center at the Northwestern University will present its General Course 2 February through 5 April 1958. This course is designed to present the analytical tools and techniques which are essential to the higher levels of executive responsibility in the transportation field.

MANAGEMENT PROBLEMS FOR EXECUTIVES: The 20th session of Management Problems for Executives will be held at the University of Pittsburgh 10 March through 2 May 1958.

Study of the following subjects is included:

- Business Policy
- Operating and Administrative Policies (Administrative Practices, Business and Government, Financial Policy, Industrial Relations and Marketing Policy)
- Management Controls (Management Accounting and Profit Planning)
- Industrial Management

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SOUTHEAST ASIA

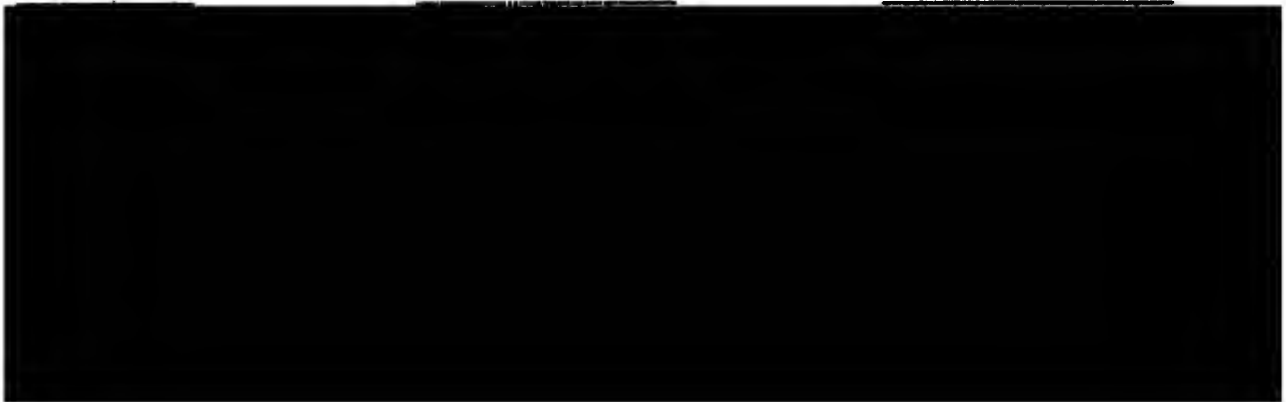
REGIONAL SURVEY

18 FEB 58 - 24 APR 58

25X1A9a This course, covering the Philippines, Indonesia, Malaya, Indochina, Thailand, and Burma, will be given from 18 February to 24 April 1958. Classes will be held Tuesdays and Thursdays, from 1345 to 1645 hours, in Room 2928 Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 4 February. An interview with the instructor, [REDACTED] Room 1905 Quarters Eye, extension 3318 is required; contact your Training Officer.

This course is designed for personnel who require economic and political information on Southeast Asia and familiarity with the various factors involved. It deals with the government, population, soil, mineral and industrial development, international trade, labor, communications, economic relations and problems of the region. At each session there will be a guest speaker, in addition to the regular lecture and film. Students will be required to take an oral test and submit term papers.

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SOVIET BLOC (ECONOMIC GEOGRAPHY)REGIONAL SURVEY7 JAN 58 - 27 FEB 58

25X1A9a This course will be given on Tuesdays and Thursdays from 7 January to 27 February 1958, from 0900 to 1200 hours. The class will meet in Room J-2924, Quarters Eye. Applications for registration must be submitted to the Registrar, OTR, on or before 1 January 1958. An interview with the Chief Instructor, [REDACTED] Room 1926 Quarters Eye, extension 3275, is required prior to registration. Secret clearance is required.

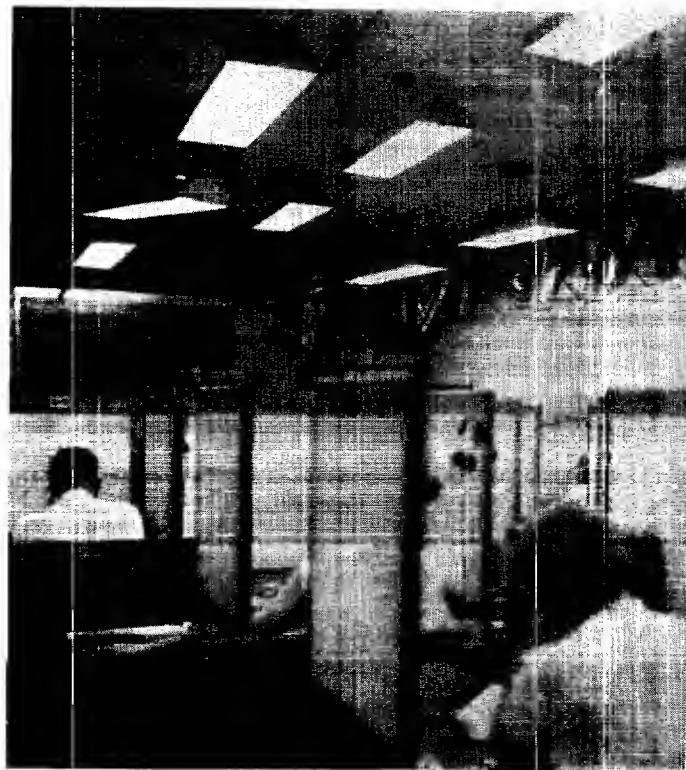
This course is designed for personnel who require knowledge of the basic geographic factors as they affect the economic development of the Union of Soviet Socialist Republics and its European satellites.

A brief summary of location, topography, and other physical features will be followed by a more detailed analysis of the distribution of economic activities in the various regions of the Soviet Bloc in relation to physical environment. These activities embrace the extractive, agricultural, and manufacturing industries; labor resources; transportation and communication; and commercial relations within and outside the Bloc. Formal instruction will be supplemented with supervised study periods, practical exercises and visual aids. Texts and periodic handouts will be provided.

SCHEDULE

7 Jan	Introduction	Strategic significance of the area
9 Jan	Economic Factors 1	Natural and human resources
14 Jan	Economic Factors 2	Agriculture and industry
16 Jan	Economic Factors 3	Trade and transportation
21 Jan	Soviet Union 1	Economic regions 1 & 2 (Northwest and West)
23 Jan	Soviet Union 2	Economic regions 3 & 4 (South and Southeast)
28 Jan	Soviet Union 3	Economic regions 5 & 6 (Transcaucasus and Volga)
30 Jan	Written Test 1	Review, examination, and critique
4 Feb	Soviet Union 4	Economic regions 7 & 8 (Central-industrial and Urals)
6 Feb	Soviet Union 5	Economic regions 9 & 10 (West Siberia and Kazakhstan & Central Asia)
11 Feb	Soviet Union 6	Economic regions 11 & 12 (East Siberia and Far East)
13 Feb	E-Central Europe 1	East Germany and Poland
18 Feb	E-Central Europe 2	Czechoslovakia and Hungary
20 Feb	E-Central Europe 3	Albania and Yugoslavia
25 Feb	E-Central Europe 4	Bulgaria and Rumania
27 Feb	Written Test 2	Review, examination, and critique

S-E-C-R-E-T



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LANGUAGE LABORATORY FACILITIES OF OTR

25X1A9a

(by [REDACTED] Chairman, Language Advisory Committee, LAS/TR)

The Language and Area School maintains two fully-equipped language laboratories (pictures at left are from the Main Laboratory located in Building Eye) for the use of students engaged in language training. For information concerning the labs, call extension 4437.

In these laboratories, located in Building Eye and Quarters Eye, students are assigned work with recorded materials as an integral part of their training program. The students listen to prepared materials, make recordings, and can be tested in individual semi-soundproofed booths, each equipped with a tape recorder (pictures #1 and #4). Thus the student can spend many more hours listening to the instructor than would be possible if only classroom facilities were available. The visual aspect of language learning also is served by the laboratories. Projection equipment for both still and moving pictures is available to instructors for use in conjunction with classes.

The flags, mounted on the lab walls, (pictures #1, #2 and #4) represent the nations of the U.N., each labelled so that students can learn to identify them at sight. Newspapers and periodicals in foreign languages, placed on tables and in bookcases, are available as additional aids to student study.

The stacks of tapes in the language laboratories contain materials in many more languages than those in which instruction presently is being given by the school. There are approximately 10,000 student tapes in 40 languages! All of these materials can be made available, along with the laboratory facilities, to those persons who wish to maintain their previously acquired language proficiency by working under minimum supervision with recorded materials and accompanying texts.

Included among the equipment in these labs are studio facilities and machines for the recording and reproduction of master recordings (picture #3).

The Main Laboratory, in Building Eye, is open from 0730 to 2030 each working day, and from 1000 to 1400 on Saturdays. It is used by the students participating in Part-Time and Self-Study courses, during the work day and during non-duty hours.

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The Branch Laboratory, in Quarters Eye, is open from 0830 to 2030 on working days and is used by students in Full-Time courses during the day, and by those enrolled in the Voluntary Language Training Program during non-duty hours.

The heaviest demands to date have been made on the language laboratories by students studying in the Voluntary Language Training Program, which was initiated in May of this year. The Program is conducted before and after regular duty hours. All staff members of the Agency are eligible to take advantage of this opportunity to improve their language capabilities; to date, employee interest and response has been enthusiastic. Since the non-duty-hour training began, 446 students have enrolled and current registration for these courses is 289 students. Plans are being made to increase the size of the lab facilities to meet increasing demands.

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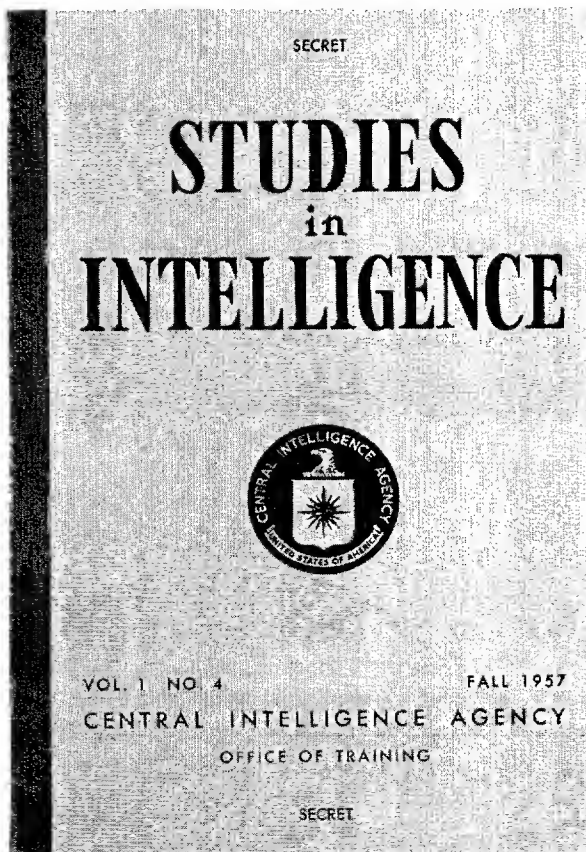
STUDIES IN INTELLIGENCE

25X1A9a

(by [REDACTED] Deputy Chief, Intelligence School)

STUDIES IN INTELLIGENCE, Volume I, Number 4, was distributed throughout the Intelligence Advisory Committee during the latter part of October. The idea of the Studies, a contribution to the building of an intelligence literature, originally was based on reaction to the publishing of an article by Sherman Kent titled "The Need for an Intelligence Literature." For information regarding the Studies, you may call [REDACTED] ex- 25X1A9a tension 3832.

The Fall issue, containing a Foreword by Allen W. Dulles, includes articles such as: "Is Intelligence Over-Coordinated?", "Comparative Survey of Soviet and US Access to Published Information", "Footnote to Cicero" and "The Role of Interindustry Studies in Economic Intelligence". Among the authors featured are: a Lieutenant General in the Air Force, Division Chiefs in CIA, analysts, collection experts, and other specialists in the Intelligence Community.



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STUDIES IN INTELLIGENCE

EDITORIAL POLICY

Articles for the *Studies in Intelligence* may be written on any theoretical, doctrinal, operational, or historical aspect of intelligence.

The final responsibility for accepting or rejecting an article rests with the Editorial Board.

The criterion for publication is whether or not, in the opinion of the Board, the article makes a contribution to the literature of intelligence.

EDITORIAL BOARD

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REGISTRAR'S REMINDERS

For information regarding courses and registration procedures, read your office copy of the OTR Catalog and your OTR Bulletin, and consult your Training Officer. To register in a course, secure the approval and sponsorship of your supervisor. OTR registration deadline and course dates follow. Please check with your Training Officer regarding his special deadlines for application:

	<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	Intelligence Orientation (R & S Auditorium)	B-3	30 Dec	6 Jan - 31 Jan
25X1A6a	Administrative Procedures [REDACTED]	B-4	3 Feb	10 Feb - 28 Feb
25X1A6a	(See your OTR Catalog) ([REDACTED])	B-5	30 Dec	6 Jan - 7 Feb
25X1A6a	Basic Supervision (0830 - 1230 Hours, Daily) ([REDACTED])	B-7		
	(GS 5-7)		13 Jan	20 Jan - 31 Jan
	(GS 9-11)		24 Feb	3 Mar - 14 Mar
	(GS 12-14)		24 Mar	31 Mar - 11 Apr
25X1A6a	Basic Management (0830 - 1230 Hours, Daily) [REDACTED]	B-8		
	(GS 11-13)		10 Mar	17 Mar - 28 Mar
	(GS 12-14)		30 Dec	6 Jan - 17 Jan
	(GS 13-15)		27 Jan	3 Feb - 14 Feb

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
Clerical Refresher Program (Hours to be arranged) (Room 508, 1016 16th St.)	B-12 thru B-19	30 Dec	6 Jan - 31 Jan

Pre-testing for the Clerical Refresher Program is scheduled for 2 January 1958, in Room 508, 1016 16th Street as follows:

0900 - 1000 Typing	0930 - 1100 Shorthand	1100 - 1200 English Usage
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Instructional Techniques (2011 R&S)	B-20	20 Jan	27 Jan - 31 Jan
Dependents' Briefing (117 Central Building)	B-23	(See your Training Officer)	7 Jan - 8 Jan
Party Organization and Operations (0830 - 1230 Hours, Daily) (2202 Alcott)	C-2	27 Jan	3 Feb - 28 Feb
Intelligence Techniques (2027 R&S)	I-1	27 Jan	3 Feb - 28 Feb
Conference Leadership (0930 - 1130, Mon., Wed.) (2027 R&S)	I-3	20 Jan	27 Jan - 7 Mar
Writing Workshop (0900 - 1200 Hours, 1st Wk: Mon., Tues., Thurs. Last 3 Wks: Tues., Thurs.) (2606 R&S)	I-6	30 Dec	6 Jan - 31 Jan
Reading Techniques (Hours to be arranged) (2502 Quarters Eye)	I-7	6 Jan	13 Jan - 7 Feb
Reading Techniques - Executive (Workshop) (Hours to be arranged) (2502 Quarters Eye)		13 Jan	20 Jan - 31 Jan
Intelligence Research (Maps) (0900 - 1200, Mon., Wed., Fri.) (2029 R&S)	I-12	30 Dec	6 Jan - 24 Jan

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
("O" course titles are listed only in OTR Catalog 100-1)	O-1	17 Feb	3 Mar - 27 Jun
	O-2	23 Dec	6 Jan - 14 Feb
	O-4	6 Jan	13 Jan - 31 Jan
	O-6	30 Dec	6 Jan - 31 Jan
	O-8	13 Jan	20 Jan - 7 Feb
	O-10	10 Feb	*17 Feb - 7 Mar (was 24 Feb - 14 Mar)
	O-13	30 Dec	6 Jan - 24 Jan
	O-15	10 Feb	17 Feb - 7 Mar
	O-17	6 Jan	20 Jan - 14 Feb
	O-24	20 Jan	3 Feb - 28 Feb
	O-25	13 Jan	20 Jan - 7 Feb
	O-27	3 Feb	10 Feb - 21 Feb
	O-28	30 Dec	6 Jan - 10 Jan
	O-29	6 Jan	13 Jan - 31 Jan
	O-30	30 Dec	13 Jan - 7 Feb

* PLEASE BE SURE TO MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES

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Applications for Area and Part-Time Language Training must be submitted to the Registrar, Office of Training, at least two weeks prior to the starting date of the course.

	<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	<u>Americans Abroad Orientation:</u>		
25X1A6a	[REDACTED] (0900-1200 hours, daily)	13 Jan	27 Jan - 31 Jan
	Middle East and North Africa	30 Dec	13 Jan - 17 Jan
25X1A6a	[REDACTED] (0900-1200 hours, daily)		
	[REDACTED] 1000-1200 hours, daily)	3 Feb	17 Feb - 24 Feb
	[REDACTED] e (0900-1200 hours, daily)	10 Feb	24 Feb - 28 Feb
		6 Jan	*20 Jan - 24 Jan (Formerly 10 Feb)
	<u>Basic Country Survey:</u>		
25X6	[REDACTED]	3 Mar	*17 Mar - 25 Apr (Formerly 13 Jan)
	France (0830-1700 hours, Tues & Thurs)	27 Jan	*10 Feb - 21 Mar (Formerly 11 Mar)
	<u>Regional Survey:</u>		
	Middle East (0900-1100 hours, Mon, Wed, Fri)	20 Jan	3 Feb - 25 Apr
	Soviet Bloc (Economic Geography)	24 Dec	7 Jan - 27 Feb
	(0900-1200 hours, Tues & Thurs)		(Not previously sched)
	Southeast Asia (1345-1645 hours, Tues & Thurs)	4 Feb	18 Feb - 24 Apr
	<u>Integrated Language/Area Study:</u>		
	France	3 Feb	*17 Mar - 23 May (Formerly 10 Mar)
	(See <u>Full-Time Language Training:</u> <u>French Intermediate RSW</u>)		
	Germany	17 Feb	*31 Mar - 6 June (Not previously sched)
	(See <u>Full-Time Language Training:</u> <u>German Intermediate RSW</u>)		
	Japan	17 Feb	10 Mar - 9 May
	U.S.S.R.	20 Jan	3 Mar - 30 May
	(See <u>Full-Time Language Training:</u> <u>Russian Advanced RSW</u>)		

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PART-TIME LANGUAGE TRAINING

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>French</u>		
Workshop - Reading (2 2-hour classes per week)	23 Dec	*6 Jan - 14 Mar (Formerly 16 Jan)
Basic Speaking (2 class hours daily)	23 Dec	6 Jan - 23 May
<u>German</u>		
Basic Speaking (2 class hours daily)	23 Dec	6 Jan - 23 May
<u>Greek</u>		
Basic RSW (1 class hour daily)	23 Dec	6 Jan - 19 Dec
Intermediate RSW (1 class hour daily)	23 Dec	6 Jan - 19 Dec
<u>Italian</u>		
Workshop - Reading (2 2-hour classes per week)	23 Dec	6 Jan - 14 Mar
Basic Speaking (2 class hours daily)	23 Dec	6 Jan - 23 May
<u>Portuguese</u>		
Workshop - Reading (2 2-hour classes per week)	23 Dec	6 Jan - 14 Mar
<u>Romanian</u>		
Workshop - Reading (2 2-hour classes per week)	23 Dec	6 Jan - 14 Mar
Basic Speaking (2 class hours daily)	23 Dec	6 Jan - 23 May
<u>Russian</u>		
Familiarization (1500-1700 hours, Wed)	23 Dec	6 Jan - 14 Mar
Intermediate Reading - Economic (1000-1200 hours, Mon, Wed, Fri)	20 Jan	3 Feb - 16 May
<u>Spanish</u>		
Workshop - Reading (2 2-hour classes per week)	23 Dec	6 Jan - 14 Mar
Basic Speaking (2 class hours daily)	23 Dec	6 Jan - 23 May
<u>Turkish</u>		
Basic RSW (1 class hour daily)	23 Dec	6 Jan - 20 Jun

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Applications for Full-Time Language courses should be submitted at least 6 weeks, and preferably 3 months, prior to the beginning dates of the courses. Qualifications of all applicants are considered by OTR Qualifications Review Panels prior to approval for training. The following courses are listed in the same sequence shown on the Long-Term Schedule contained in your OTR CATALOG.

<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
<u>Basic RSW</u>		
Persian	Immediately	6 Jan - 20 June
<u>Intermediate RSW</u>		
French	3 Feb	*17 Mar - 23 May (Formerly 10 Mar)
German	17 Feb	*31 Mar - 6 June (Formerly 17 Mar)
<u>Advanced RSW</u>		
Chinese	- -	10 Feb - 9 May (CANCELLED)
Russian	20 Jan	3 Mar - 30 May

VOLUNTARY LANGUAGE TRAINING PROGRAM

(Non-Duty-Hour)

Any language for which a minimum of five (5) people apply

Immediately 6 Jan - 18 Apr

*PLEASE MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE (FOLD-OUT CHARTS) IN THE BACK OF YOUR OFFICE COPY OF THE OTR CATALOG.

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Christmas



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